

MLS of Greater Cincinnati

Electronic Keybox Transfer Form

As the rightful and registered owner of the following Electronic Keybox(es), I request they be transferred to the individual below.

Keybox Serial Number(s)	
1. _____	6. _____
2. _____	7. _____
3. _____	8. _____
4. _____	9. _____
5. _____	10. _____

Name of Transferring Owner (please print)

Agent ID

Office/Firm Name

Phone Number

Signature (original owner or Manager/Broker)

Date

☐ The original keybox owner cannot be located for the reason(s) selected below:

☐ Retired

☐ Deceased

☐ Moved

☐ Other _____

Provide as much information above as possible. Due diligence will be performed to determine if the keyboxes meet the requirements for transfer.

As the new owner of the listed keyboxes, I assume all rights and obligations for the keyboxes.

Name of Receiving Owner (please print)

Agent ID

Office/Firm Name

Phone Number

Signature

Date

Please submit the completed form to EKSAdmin@cincymls.com for processing.

Keybox transfers will not be completed without this form.

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